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15 March 1979

## MEMORANDUM FOR THE RECORD

SUBJECT: Career Training (CT) Task Force  
Meeting - 14 March 1979 [ ]

25X1 1. The CT Task Force met 14 March 1979 and was chaired by Harry Fitzwater. The meeting was attended by [ ]

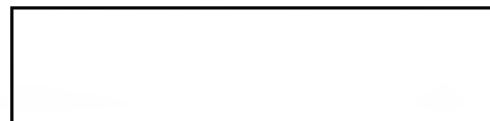
The next meeting will be held in SE6Z Headquarters. [ ]

25X1 2. The Office of Personnel does not require additional recruitment assistance in the field at this time. Although [ ] has 50 interviews scheduled or to be scheduled, they are scattered throughout southern California. [ ]

25X1 3. A problem was encountered in Chicago last week by a [ ] focus group. One of the [ ] research firms is headed by [ ] She subcontracted with a public opinion polling group in Chicago to arrange for people to serve on two focus groups. The purpose was to analyze or rate several mock advertisements, one of which was the Agency's Career Trainee advertisement. Those serving on the focus groups were asked for a commitment not to reveal information from their meetings. [ ] did not have an opportunity to review focus group participants, and it was learned that one individual was a reporter from the Chicago Sun Times. Evidently the reporter intends to write an article about the Agency's need to advertise. The Public Affairs Office is negotiating with the reporter and his editor. [ ]

25X1 4. The rate of Personal History Statements being returned was discussed. The 60% rate-of-return will be used for the present time although that percentage actually varies from 40-75%, depending on the area. It was also noted that response to our advertisements is considered good if even 15% of the responses are close to meeting our requirements. This, of course, means time is spent processing 85% in which we have no interest. [ ]

WARNING NOTICE--  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED



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25X1 5. The Career Training Staff conducted 40 interviews last week in the Washington Area Recruitment Office. There were 61 files received in the Recruitment Division during the week of 9 March. An analysis indicates that it takes files between two and three weeks to arrive in the CTS. The Office of Personnel is studying this problem to determine a means for earlier identification and expedition of the CT files. [ ]

25X1 6. The Psychological Services Staff has a clerical shortage at this time, which the Office of Personnel is giving priority consideration. In the meantime, the Office of Training will absorb the clerical work load. [ ]

25X1 7. [ ] alerted the [ ] that recruiter requests for additional PATB testing times are to be accommodated. The [ ] sent a letter to all of their testing centers advising them to comply. The Office of Personnel will notify their recruiters that they now have this added scheduling flexibility. OP, OMS, CTS, and DDO/CMS will meet again to resolve the problem of lists of applicants being compiled in the testing centers. [ ]

25X1 8. It was noted that the busiest PATB testing centers [ ]

25X1 9. The Office of Security will soon feel additional strain because of the 300 summer-only cases to be processed. OS has received 83 CT cases to date, 64 are currently in process, 12 approved, 2 disapproved, and 5 cancelled. The Pilot Program has received 2, and 2 are in process. [ ]

25X1 10. [ ] suggested companies that might visit that have recruitment programs and problems similar to ours, particularly those with academic-sponsorship programs. Also, [ ] agreed to send copies of his background paper on the CT Program to all of the CT Task Force members. [ ]

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13. The Career Training Staff will revise their reporting format. When the quota is reached for the July Class, it is anticipated that some of the goals may need to be adjusted. ☐



Executive Secretary  
Task Force

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